

HELENA HIGH BENGAL BOOSTERS, INC

BYLAWS

Revised May 2025

ARTICLE I. NAME & DEFINITIONS

The name of this *corporation* is the "HELENA HIGH BENGAL BOOSTERS, INC.", hereinafter referred to as "Bengal Boosters".

The Bengal Boosters shall have an Executive Team and membership. The Executive Team will be composed of four (4) officers. Membership will be composed of at least one (1) representative from each extra-curricular activity sponsored by the Bengal Boosters, and any person or business who wishes to attend. Please see Article XIV for attendance requirements.

ARTICLE II. PURPOSE

The corporation is organized for educational and charitable purposes as provided in Section 501 © (3) of the Internal Revenue Code. The purpose of the corporation is to support extra – curricular activities of Helena High School. The corporation is committed to achieving gender equality in providing support for extracurricular activities.

ARTICLE III. MEMBERSHIP AND VOTING

The *members* of the Bengal Boosters shall consist of at least one representative from each extra-curricular activity sponsored by the Bengal Boosters. The Executive Team will establish categories of sponsorship based on the amount of financial contribution to the Bengal Boosters. One (1) vote per membership will be allowed. Members must be present to vote.

ARTICLE IV. OFFICERS

The *officers* of the Bengal Boosters shall consist of a President, Vice President, Secretary, and Treasurer. The officers shall be elected on an every other year basis to ensure that there is not a new Executive Team every year

A. President: The President shall preside at all meetings of the Bengal Boosters, appoint committees, report on the activities of the Bengal Boosters, and perform such other duties as may be assigned by the other members of the Executive Team. The President will be elected in even years.

B. Vice President: The Vice President shall perform such duties as may be assigned and in the event of the President's inability to act because of absence or any other reason, the Vice President shall perform the duties of the President. The Vice President will hold responsibility for coordinating all aspects of gear sales. The Vice President will be elected in odd years.

C. Secretary: The Secretary shall keep the Bengal Booster's records and books, including a complete record of all meetings. The Secretary shall serve all notices required to be served on behalf of the Bengal Boosters and shall have custody of all books, records, and papers of the Bengal Boosters other than financial reports. The secretary will be elected in even years.

D. Treasurer: The Treasurer shall safely keep all funds of the Bengal Boosters and shall keep an accurate accounting of the financial condition of the Boosters. The Treasurer shall also perform all other duties pertaining to the finances of the Bengal Boosters assigned by the Executive Team. The treasurer will be elected in odd years.

E. In the event of a vacancy in an officer position prior to the end of their cycle, an election will be called by the President at the next Bengal Booster meeting to fill the position. The elected person will serve the remainder of that term.

ARTICLE V. CHECKS AND DISBURSEMENTS

All disbursements shall be made by check signed by an authorized officer. The President and the Treasurer may be jointly authorized by the Executive Team to use funds.

ARTICLE VI. EXECUTIVE TEAM – MEETINGS AND VOTING

Meetings will be hosted at HHS on the second Monday of each month at 6pm. The meeting schedule will be posted on the Bengal Booster website and social media accounts once voted on and finalized.

ARTICLE VII. INDEMNIFICATION

The corporation shall indemnify any officer made a party to any legal proceeding by virtue of acting in his/her capacity as an officer of the corporation to the full extent allowed by the laws of Montana.

ARTICLE VIII. NOMINATIONS AND ELECTIONS

All nominations and elections, except to fill vacancies as provided by Article IV, shall be held at the March meeting of the Bengal Boosters. The term for all Officers and Board members begin on July 1 and end on June 30 of the succeeding calendar year.

ARTICLE IX. FUNDRAISING

The Bengal Booster's fundraising includes, but is not limited to: Annual Sponsor letters, Annual BBQ, 50/50 ticket sales, Bengal gear sales, and any additional fundraising opportunities which may arise throughout the year.

ARTICLE X. FUNDING TYPE & ELIGIBILITY

The Bengal Booster's financial support exists to provide funding that otherwise would not be available through School District budgets. It is the intent of Boosters to contribute money that directly benefits the students at Helena High School, consistent with gender and program equity considerations.

All funding commitments are subject to the availability of funds in the Bengal Booster's account. At the beginning of each school year, the Executive Team and membership will review the Bengal Booster's financial position and set the Individual Student Sponsorship Funding amount and Additional Funding request limit. Funds cannot be spent without group approval (could be done via e-mail).

Activity representatives are required to attend at least four meetings annually in order for their activity to be eligible to request funds in the same year. If a club does not meet the requirements, they will not be eligible to receive reimbursement funds until they attend the four required meetings and become eligible.

ARTICLE XI. SPONSORSHIP FUNDING

Any extra-curricular activity or event approved by Helena High School Administration is eligible for Bengal Booster Sponsorship Funding. Sponsorship funding is based on the number of participants involved in the activity. The total funding for the activity is determined by multiplying the number of participants by the Individual Student Sponsorship Funding amount approved at the September meeting each year.

Sponsorship funding forms are available on the HHS Booster Club website and will be reviewed at the last meeting of the year. Funds will be issued by check to the activity or event account at Helena High. Reimbursements will only be made to individuals if prior approval from the Executive Team is received.

ARTICLE XII. ADDITIONAL FUNDING

Any activity or event that wishes to receive Additional Funding may submit a written request to the Bengal Boosters. Funding requests that are received will be placed on the agenda for the next scheduled meeting. The following procedures and criteria apply to such requests:

1. The request must be presented in person at the meeting by a representative of the activity/event in case there are questions.
2. The request must provide at least the following information:

- a. The purpose for which the money will be used.
 - b. The amount of money requested.
 - c. The approximate number of students who will benefit from the funding.
 - d. An explanation of how the funding would directly benefit HHS students.
 - e. The reason the Bengal Booster funding is necessary, and whether other funding will be used as well.
 - f. Whether the request is a one time request or an annual request. If an annual request, it must be applied for every 2 years.
3. The request must be approved by a majority vote of members in attendance at the meeting.
4. The following requests for funding assistance are discouraged and will be denied:
 - a. Requests for funding of travel for participation in activities beyond the school season (e.g. sports and music camps).
 - b. Out of state or international travel that primarily benefits individual participants, without providing or promoting meaningful benefits for HHS.
 - c. Commercially sponsored trips that are non-school and out of district initiated and sponsored.
 - d. Requests for team uniforms, equipment, or apparel.
 - e. This is not an exhaustive list. Requests will be considered on a case by case basis.

ARTICLE XVII. AMENDMENT OF ARTICLES AND BYLAWS

The Bengal Boosters Articles of Incorporation and Bylaws may be amended by a two thirds (2/3) vote of the members present at any meeting of the Bengal Boosters or at any Special meeting of the Boosters called for such purposes.

The undersigned secretary of the HELENA HIGH BOOSTERS, INC., does hereby certify that the above and foregoing Bylaws were duly adopted by the members as the Bylaws on May 12, 2025 and that the same do now constitute the Bylaws of Helena High Booster Club.

ATTEST:

Anne Marie Rainey

Anne Rainey, Bengal Booster Club President

5/12/25

Date